



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Building Official Section Chief
0757
Exempt
Technicians
Building Safety and Permits Division
Director Building Safety and Permits Division

Nature of Work

Performs advanced work supervising staff to ensure compliance of residential, commercial, industrial and institutional structures with the Virginia Uniform Statewide Building Code and appropriate County ordinances.

Essential Job Functions (other essential job functions may be designated by department)

- Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Manages the inspection process to ensure even distribution of work and schedules and deadlines are met; assigns field inspections and investigations; issues written determinations of compliance when required; handles unsafe structure complaints.
- Manages plan review process; reviews plans of residential, commercial, industrial and institutional structures with lead inspectors to ensure familiarity with proper inspection methods and procedures; works in partnership with contractors, builders, citizens, and other County departments and outside agencies.
- Assists director with interpretations of policies, codes, and regulations; assists staff in the proper use of the governing code and administrative office procedures; keeps staff informed of code changes; participates in the review of new and revised codes.
- Supports the director in the administration of the division; collaborates with staff to ensure that functions of the division are completed; may manage the division in the director's absence.
- Performs other duties as assigned.

Job Preparation Needed

- Plan Review Section Chief:
 - Any combination of education and experience equivalent to a Bachelor's degree in engineering, architecture, or related field; licensed by the Commonwealth of Virginia as a registered architect or professional engineer preferred; and, some experience in plan review or inspection, interpreting and applying the codes, related laws and ordinances and progressively responsible supervision.
 - Must possess or be able to obtain the following certifications from the Commonwealth of Virginia within 3 years of hire date:
 - Building Plans Examiner
 - Fire Plans Examiner
 - Mechanical Plans Examiner
 - Residential Plans Examiner
 - Residential Energy Plans Examiner
- Inspections Section Chief:
 - Any combination of education and experience equivalent to an Associate's degree in engineering, architecture, or related field; Bachelor's degree preferred; and, considerable experience in plan review or inspection, interpreting and applying the codes, related laws and ordinances and progressively responsible supervision.
 - Must possess or be able to obtain the following certifications from the Commonwealth of Virginia within 3 years of start date:
 - Residential Building Inspector
 - Commercial Building Inspector
 - Residential Electrical Inspector
 - Commercial Electrical Inspector
 - Residential Mechanical Inspector
 - Commercial Mechanical Inspector
 - Residential Plumbing Inspector
 - Commercial Plumbing Inspector
- Must possess or be able to obtain a Certified Building Official certification from the Commonwealth of Virginia within 18 months of hire date.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Advanced knowledge in building code enforcement and administration; considerable knowledge of the means and methods of construction; knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to understand and correctly interpret and apply codes, related laws, and ordinances; read and understand construction documents; use automated data systems; develop and implement office policies and procedures; maintain effective working



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relationships with contractors, building owners, and the public; enforce codes with firmness, tact, and impartiality; recognize deficiencies and non-compliance in design and work.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Credential check
- Driving record check
- State and or national criminal/ sex offender record check

Introductory Period 6 months

Post Hire Requirements

- Must maintain a Virginia driver's license and an acceptable driving record
- Must obtain and maintain all required certifications

Job Location and Conditions

- Duties are performed primarily indoors in an office setting and outdoors at various work sites around the County; requires occasional movement in construction sites.
- Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	F	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	N	Necessary equipment and/or tools
Transport/Reposition Objects	F	Must be able to transport and reposition <5 pounds of materials/equipment from ground to waist, at waist level, waist level to shoulder, above shoulder
Ascend/Descend	O	Must be able to work in and move to different height levels including step stool, 8' to 10' ladder, extension ladder, climb 3 or more flights of stairs, climb 3-4 or more steps
Sit	O	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on both flat and rough terrain
Run	N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain
Position self to lower level	F	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; and, determine color and depth perception.
Hearing	F	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in an automatic vehicle including car, van, or small truck